

General Information

All the data on these forms is aggregate data that cannot be calculated or derived from the individual student records. The data required on these forms will vary for each of the collection periods.

Fall Miscellaneous

■ Unadjusted March 31 Funded Responsible K-12 ADM Count

This data will be populated from the Division's March 31 Unadjusted Funded Responsible K-12 ADM Count from the previous school year. It cannot be entered or changed by the Division.

Miscellaneous Collection	
Actual on March 31	
Unadjusted Funded Responsible K-12 ADM Count	
March 31, 2010	9,728

■ March 31 K-12 Funded Responsible ADM Projections

Required: Fall **Format:** numeric **Maximum Length:** 12 **Level:** Division

Enter the K-12 Funded Responsible ADM Projections for the division. The Unadjusted Funded Responsible K – 12 ADM count should be entered for the school years requested.

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Miscellaneous Collection	
Actual on March 31	
Unadjusted Funded Responsible K-12 ADM Count	
March 31, 2010	2,062

Projections for March 31	
Unadjusted Funded Responsible K-12 ADM Count	
2010-2011	2,050
2011-2012	2,050
2012-2013	2,050
Edit	

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■ Number of Children Receiving Home Instruction

Required: Fall **Format:** numeric **Maximum Length:** 12 **Level:** Division

Enter the number of home-schooled students that reside within the school division.
Aggregate totals are required for Elementary, Middle and High School Levels. Include all home-schooled students, not just those who attend the local school division on a part-time basis.

■ **Number of Religious Exemptions**

Required: Fall **Format:** numeric **Maximum Length:** 12 **Level:** Division

Enter the number of religious exemption students that reside within the school division.
Aggregate totals are required for Elementary, Middle and High School Levels.

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Miscellaneous Collection

Miscellaneous Counts		
	Number of Children Receiving Home Instruction Count	Number of Religious Exemptions Count
Kindergarten through Fifth Grade	0	0
Grades Six through Eight	0	0
Grades Nine through Twelve	0	0
Other	0	0
	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>

■ **Grades 6 –12 English Enrollment**

Required: Fall **Format:** numeric **Maximum Length:** 12 **Level:** Division

Enter the number of students in grades 6 – 12 enrolled in applicable English classes in the division. This is a duplicate enrollment count. Therefore, a student is counted once for each qualifying English class in which he/she is enrolled.

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Miscellaneous Collection

Membership in English Courses	
(duplicate count if the student is enrolled in more than one of the applicable English Courses)	Membership in Applicable English Courses, Grades 6-12 Count <div style="text-align: center; font-size: 24px;">0</div> <div style="text-align: center;"><input type="button" value="Edit"/></div>

A list of qualifying classes is available under Codes and Definitions on the Student Record Collection website at this link:
http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml

■ **Head Start Enrollment**

Required: Fall **Format:** numeric **Maximum Length:** 12 **Level:** Division

++2p.

Enter the number of Head Start students being served by your division for each Division that is responsible for student's education. For example, Goochland County sends 15 students to a Head Start program in Richmond City. Richmond City first selects "Richmond City Pblc Schs" from a dropdown list and enters the number of Head Start students for which they are responsible AND serve. Next they select "Goochland County Pblc Schs" from the dropdown list and enter 15 (the number they serve from Goochland). Richmond City will continue selecting LEAs and entering the number of students for which they provide Head Start services.

The screenshot shows a web interface for data collection. At the top right is a 'Logout' link. Below it is a section titled 'Miscellaneous Collection'. Inside this section is a form titled 'Head Start'. The form contains two input fields: 'Responsible Division' which is a dropdown menu currently showing 'Select Responsible Division', and 'Number of Children Served' which is a text input box. To the right of the 'Number of Children Served' field is an 'Add' link. At the bottom of the form are 'Save' and 'Cancel' buttons.

■ **Starting Teacher Salary**

Required: Fall **Format:** numeric **Maximum Length:** 12 **Level:** Division

For purposes of this data collection, only include licensed elementary and secondary classroom teachers (regardless of fund source). Include as classroom teachers art, music, physical education, technology, remedial, gifted, math, reading, special education, and ESL teachers. School divisions should not include teacher aides, guidance counselors or librarians in this report.

Report the starting salary (excluding fringe benefits) for a first year beginning teacher with Bachelors, Masters and Doctorate degrees. If your division pays supplements for advanced degrees separate from the base salary, please include the advanced degree supplements as part of the base salary for this data collection. If there is no separate salary scale for a teacher with a master's degree, enter the starting salary awarded to a teacher with a bachelor's degree.

* represents required field

Salary Details	
Starting teacher salary with Bachelor's Degree*:	<input type="text" value="\$39,999.00"/>
Starting teacher salary with Master's Degree*:	<input type="text" value="\$43,333.00"/>
Starting teacher salary with PhD Degree:	<input type="text" value="\$46,777.00"/> <input type="button" value="Starting Teacher Salary"/>
<input type="button" value="Save"/>	

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Additional information regarding this collection is available at:

http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/2010-2011/fall/guidelines_reporting_teacher_salary.pdf

■ **Average Teacher Salary**

Required: Fall **Format:** numeric

Maximum Length: 12

Level: School

This miscellaneous form is populated with each fall membership school within your division. Please enter the average teacher salary for each school.

For purposes of this data collection, only include licensed elementary and secondary classroom teachers (regardless of fund source). Include as classroom teachers art, music, physical education, technology, remedial, gifted, math, reading, special education, and ESL teachers. School divisions should not include teacher aides, guidance counselors or librarians in this report.

Report the average salary (excluding fringe benefits) for each school reported in fall membership. See the teacher definition above for additional guidance on which teachers to include. To calculate each school's average salary, sum all the salaries of each teacher who works in the school and divide the sum by the FTE total of all teachers (full and part-time) in the school.

School Number	School Name	Average Teacher Salary
0750	Axton Elementary	<input type="text"/>
0010	Bassett High	<input type="text"/>
0590	Campbell Court Elementary	<input type="text"/>
0480	Carver Elementary	<input type="text"/>
0662	Collinsville Primary	<input type="text"/>
0620	Fieldale-Collinsville Middle	<input type="text"/>

Additional information regarding this collection is available at:
http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/2010-2011/fall/guidelines_reporting_teacher_salary.pdf

■ **K - 3 Miscellaneous**

Please refer to the specific instructions provided by the Budget Office through the SSWS application. This application is available under [K-3 Class Size Reduction Program \(K3\)](#).

Spring Division Level Miscellaneous

■ **Report of March 31 Average Daily Membership (ADM) Kindergarten Adjustment**

Required: Spring **Format:** numeric **Maximum Length:** 12 **Level:** Division

Only licensed teachers (regardless of fund source) can be included as instructional kindergarten positions for purposes of calculating Adjusted ADM. In addition, school divisions may only include resource teachers on an FTE basis using the percentage of time spent with kindergarten students. School divisions may not include teacher aides. Guidance Counselors and Librarians may not be counted as resource teachers. Resource teachers which may be counted include art, music, physical education, technology, remedial, gifted, math, reading, special education, and ESL resource teachers.

Student Record Collection-SPRING 2006-2007 KG FTE Position

Report of March 31, 2007 Average Daily Membership (ADM) Kindergarten Adjustment

Only licensed teachers (regardless of fund source) can be included as instructional kindergarten positions for purposes of calculating Adjusted ADM. In addition, school divisions may only include resource teachers on an FTE basis using the percentage of time spent with kindergarten students. School divisions may not include teacher aides. Guidance Counselors and Librarians may not be counted as resource teachers. Resource teachers which may be counted include art, music, physical education, technology, remedial, gifted, math, reading, special education, and ESL resource teachers.

Number of full-time equivalent (FTE) instructional
Kindergarten positions for Full-day programs

Number of full-time equivalent (FTE) instructional
Kindergarten positions for Half-day programs

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■ **Projections for March 31 Average Daily Membership (ADM) Kindergarten Adjustment**

Required: Spring **Format:** numeric **Maximum Length:** 12 **Level:** Division

Once a successful file has been processed, Projections for March 31 are required. This form is populated with the current Unadjusted K-12 ADM Count. You are to enter the Unadjusted K-12 ADM Count for the years requested.

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Student Record Collection-SPRING ADM Projection

Actual on March 31, 2009

Unadjusted K-12 ADM Count 14,612

Projections for March 31

Unadjusted K-12 ADM Count

2009-2010	<input type="text"/>
2010-2011	<input type="text"/>
2011-2012	<input type="text"/>

Save

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■ **CSA Variance Explanation**

Required: Spring **Format:** text **Maximum Length:** 500 characters **Level:** Division

Once a successful file has been processed, you will receive the table with the March 31 ADM and head count for all students your division coded as Comprehensive Services Act (CSA) funded. The table also contains the approximated ADM and head count for all students funded by CSA as either private day or congregate care placement as reported by CSA based on the period July 1, 2010, through December 31, 2010. If there was a large discrepancy between the LEA reported and CSA reported students an explanation is required by your division. Please provide the explanation in the space below.

If the Spring SRC data file is resubmitted and the CSA count for the division changes, the explanation will be deleted and a new explanation will need to be entered on this screen. For contractual divisions, only the fiscal agent division will be able to access this screen.

For information regarding specific students receiving CSA funding, please contact the local CSA office in your division. Below is a link to the website containing local CSA office contact information:

http://www.csa.virginia.gov/rosters_reporting/coord3a.cfm

Student Record Collection-SPRING (SRC-SPR) 2010-2011 CSA Variance Explanation

The table below contains the March 31 ADM and head count for all students your division coded as Comprehensive Services Act (CSA) funded. The table also contains the approximated ADM and head count for all students funded by CSA as either private day or congregate care placement as reported by CSA based on the period July 1, 2010, through December 31, 2010. If there was a large discrepancy between the LEA reported and CSA reported students an explanation is required by your division. Please provide the explanation in the space below.

Pupils for whom the state's share of tuition to a private day or private residential program was funded with Comprehensive Services Act (CSA) funds as of March 31, 2010

	Reported on Spring SRC by Wise County	Reported by Local CSA Office (Based on July 1,2010 through December 31, 2010, data)	Variance
Average Daily Membership	0.0	0.0	0.0
Head Count	0.0	0.0	0.0
Explanation:	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>		
<input type="button" value="Save"/>			

Spring Institution Level Miscellaneous

■ Number of Days School was in Session

Required: Spring, **Format:** numeric **Maximum Length:** 3 **Level:** School

Enter the number of days in session by school. This is required to calculate March 31 ADA and ADM. It cannot exceed the number of days entered on the school calendar.

Division Reset		
DIVISION DEFAULT (caution: changing this will reset all schools)		0 Edit
School Number	School Name	Days in Session
0310	ALLEGHANY HIGH	133 Edit
0280	BOILING SPRING ELEM	133 Edit
0110	CALLAGHAN ELEM	133 Edit
1040	CLIFTON MIDDLE	133 Edit
0020	FALLING SPRING ELEM	133 Edit
1041	MT. VIEW ELEM.	133 Edit
0090	SHARON ELEM	133 Edit

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End of Year Institution Level Miscellaneous

■ Number of Days School was in Session

Required: EOY **Format:** numeric **Maximum Length:** 3 **Level:** School

Enter the number of days in session by school. This is required to calculate End-of-Year ADA and ADM. It cannot exceed the number of days entered on the school calendar.

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Student Record Collection-EOY 2006-2007 Days in Session

End-of-Year 2006-2007 Miscellaneous Aggregate Statistics

DIVISION DEFAULT (caution: changing this will reset all schools) [Edit](#)

Institution Num	Institution Name	Days in Session	
0300	CENTRAL ELEM.	<input style="width: 50px;" type="text" value="180"/>	Edit
0270	COLUMBIA DIST. ELEM.	<input style="width: 50px;" type="text" value="180"/>	Edit
0290	CUNNINGHAM DIST. ELEM.	<input style="width: 50px;" type="text" value="180"/>	Edit
0260	FLUVANNA COUNTY HIGH	<input style="width: 50px;" type="text" value="180"/>	Edit
0020	FLUVANNA MIDDLE	<input style="width: 50px;" type="text" value="180"/>	Edit

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■ **Number of Instructional Hours**

Required: EOY **Format:** numeric **Maximum Length:** 4 **Level:** School

[Section 22.1-98](#), Code of Virginia, paragraph J, requires that the division superintendent and local school board chairman certify the total number of teaching days and teaching hours in each school year. This certification information will be included in the Board of Education's annual report, as required by [Section 22.1-81](#), Code of Virginia.

End-of-Year 2006-2007 Miscellaneous Aggregate Statistics				
	Elementary	Middle	High	Combined
DIVISION DEFAULT	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> Edit

Institution Num	Institution Name	Instructional Hours	
0040	CLINCHCO ELEM.	<input type="text" value="0"/>	Edit
0020	CLINTWOOD ELEM.	<input type="text" value="0"/>	Edit
0271	CLINTWOOD HIGH	<input type="text" value="0"/>	Edit
0530	ERVINTON ELEM.	<input type="text" value="0"/>	Edit
0840	ERVINTON HIGH	<input type="text" value="0"/>	Edit
0120	HAYSI HIGH	<input type="text" value="0"/>	Edit
0850	LONGS FORK ELEM.	<input type="text" value="0"/>	Edit
0860	SANDLICK ELEM.	<input type="text" value="0"/>	Edit

Summer Division Level Miscellaneous

■ **Aggregate days class attendance (day present) for summer term**

Required: SUM **Format:** numeric **Maximum Length:** 12 **Level:** Division

Enter the summer school aggregate days attendance for the division. Count each student once for each session enrolled.

■ **Average daily class attendance (ADA) for summer term**

Required: SUM **Format:** numeric **Maximum Length:** 12 **Level:** Division

Enter the summer school ADA for the division.

Summer school average daily attendance (ADA) for the division is determined by: 1.) calculating ADA for each class; 2.) summing ADA across all classes in each school; and 3.) summing ADA across all schools in the division. Class ADA is calculated by dividing the aggregate days attendance (total days present) by the number of days the class is in session. When a pupil is enrolled in more than one class, days present should be counted only in one class each day.

Summer of School Year 2006-2007 Miscellaneous Aggregate Statistics

Summer School Average Daily Class Attendance: Summer 2007

Aggregate days class attendance for summer term 2007 (duplicated count)	0
Average daily class attendance (ADA) for summer term 2007 (sum the ADA for each school and round to the nearest whole number)	0
	Edit

The Summer School ADA Report calculates an Average Days in Session.

Division Level Report of Summer School Average Daily Class Attendance

Aggregate days attendance (days present) for summer term 2006:	8,643.0
Average daily attendance (ADA) for summer term 2006:	421.0
Average Days in Session:	20.5

Division Level Report of Summer School Average Daily Class Attendance comparison to Past Year

	2005 - 2006 Totals	2004 - 2005 Totals	% Change
Aggregate days attendance (days present) for summer term:	8,643.0	8,702.0	-.68
Average daily attendance (ADA) for summer term:	421.0	435.0	-3.22